

North East Local Enterprise Partnership Person specification

Job Title:	Programme Lead: Digital
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Senior Management Team member, North East Local Enterprise Partnership
Host Employer:	North East Combined Authority
Salary:	Grade 13, £49,068 - £50,806 pa

Background

The North East LEP leads on the development and delivery of the North East Strategic Economic Plan (SEP), aiming to foster economic growth and the delivery of more and better jobs in the area.

The area hosts a diverse and fast growing digital and tech community which includes:

- an established and growing cluster of software and digital businesses with a number of specialisms
- leading science and research in our Universities of national and international standing
- a number of innovation hubs and facilities, key business networks and the presence of key national agencies including Catapult Expert Centres

The recently refreshed North East Strategic Economic Plan identifies that the North East has significant opportunity to accelerate the growth and development of the digital and tech sector by both supporting growth of digital businesses and mainstreaming digital applications across the North East economy, in particular through Industrial Digitisation and the strengthening of smart data strategies. It also identifies a number of key regional projects, such as the creation of a 5G Test Bed which can strengthen the profile of the region in digital developments and create new opportunities for local businesses and inward investments.

Purpose of the role

The postholder will join the North East Local Enterprise Partnership Executive Team to take the lead in working with partners to drive forward a strategic programme and priorities with the aim of delivering business growth and higher levels of employment in Digital sectors in the region.

This key role will enable the North East LEP to work with partners to:

- strengthen co-ordination and project development capacity enabling to improve its working with partners within the digital and tech community and across regional sectors
- project the regions assets and digital eco-system to a range of audiences
- engage with key national policy and investment processes securing engagement and support for key projects
- ensure that mainstream LEP services are aligned to the needs of digital partners.

Experience & knowledge

1. Strong knowledge of Digital and Tech sectors developed from either current or recent business experience or from roles working closely with business from a university or public sector standpoint
2. Strong understanding of future directions and business drivers within Digital and tech sectors
3. An understanding of the role of a public sector body in supporting business growth
4. A strong understanding and experience of national government policy development procedures
5. A working knowledge of government departments and agencies relevant to the digital and tech sectors
6. High level of educational attainment, a good first degree in a relevant subject, or equivalent senior experience in the industry
7. Demonstrable experience at working nationally, regionally or locally in programme development and delivery.
8. A background of engagement with senior (Board-level) leaders and other professionals across a range of organisations and sectors

Personal skills and orientation

1. Highly motivated team orientation, able to work closely with key partners and draw from the expertise of key programme managers in the LEP Expertise Team
2. Strong presentation skills, including the capacity to develop and deliver a compelling presentation about Digital and Tech needs and capabilities in the North East
3. Excellent communication, interpersonal and political skills including the ability to network and build working relationships and influence with a range of partners across all sectors both nationally, regionally and locally
4. Experience in managing conflict and articulating coherent rationales for action.
5. Personally credible, able to generate the trust of partners and audiences from a range of backgrounds and at all levels within and outside the North East LEP.
6. Experience of working in a responsive, flexible and targeted way.

Abilities

1. Ability to think and plan strategically, to inform the development of effective strategies to meet outcomes
2. Ability to plan and develop projects, working with a range of other people
3. Proven track record of delivery of outcomes in a multi-agency sector setting.
4. Experience of creating and writing strong business cases for investment.
5. Ability to operate effectively with a high volume workload and the ability to prioritise effectively.

Personal Attributes

1. Strong and open style that engages and inspires others.
2. Committed to working collaboratively – within the organisation and externally.
3. Commitment to equality of opportunity in all aspects of the role with partners.
4. High level of drive and motivation to deliver results.
5. Strong interpersonal skills.
6. Outcome and achievement focused.
7. Entrepreneurial outlook with the ability to identify and maximise opportunities and manage risks.

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